



MLK Event Online Check In

Bloomington Volunteer Network Online System

To Access Check-Ins online:

1. Have an Organization Manager log in to their account on BloomingtonVolunteerNetwork.org
2. Click on "My Organization" and then "Check-In" to access your opportunities



3. Select the Opportunity to Check In
4. To set your computer or mobile device up for volunteer check-ins select the INDIVIDUAL option
5. To set your computer or mobile device up for an organization manager to check-in volunteers, select the LIST option

See online (<http://bit.ly/VolunteerCheckInHowTo>) or below for instructions on how to log in from both a manager and a volunteer perspective.



CHECKING-IN VOLUNTEERS ONLINE

<http://bit.ly/VolunteerCheckInHowTo>

- Volunteers can electronically "check in" when they arrive at the site of a volunteer opportunity. (Individual view)
- Organization managers (and their designated volunteers or staff) can electronically check volunteers in as needed. (List view)

1. **AS A VOLUNTEER** manager sets up INDIVIDUAL view
 - a. Volunteer enters their email address
 - i. If they already have an account the system will confirm that
 - ii. If they do not have an account the system will prompt them to enter their first and last name
 - b. Volunteer clicks on "check me in" button to check in
2. **AS AN ORGANIZATION MANAGER** use LIST view
 - a. Find pre-registered volunteer's name
 - b. Click on box next to their name and click "check in users" button
 - c. If the volunteer does not appear on the list, but would like to register, switch to INDIVIDUAL view and let them log in themselves using their email address.*



CHECKING-OUT VOLUNTEERS ONLINE

<http://bit.ly/VolunteerCheckInHowTo>

- When a volunteer "checks out" of the opportunity, Get Connected automatically assigns and approves the volunteer hours equal to the event duration to that volunteer.
 - If the volunteer forgets to "check out," Get Connected still assigns and approves volunteer hours based on the number of hours specified previously by the organization manager.
1. **AS A VOLUNTEER** manager sets up INDIVIDUAL view
 - a. Volunteer enters their email address
 - b. Volunteer clicks on "check me out" to check out of event
 2. **AS AN ORGANIZATION MANAGER** use LIST view
 - a. Volunteers can check themselves out using the method above or
 - b. They will be automatically checked out at the end of their shift

City of Bloomington Volunteer Network

City Hall | 401 N. Morton St., Suite 260 | Bloomington, IN 47404 | BloomingtonVolunteerNetwork.org
hrs: 8 a.m.-5 p.m. M-F | ph. 812-349-3433 | fax 812-349-3483 | getconnected@bloomington.in.gov



Check In Tips:

★ Print Your Check In Sheet of Online Registrations

Export your registrations into an Excel spreadsheet. You can use this sheet as a sign in log or just as a backup for your online check-in.

★ Print Blank Sign In Sheets for Manual Check In – with Photo Release and Liability Waiver

Printable Blank Sign In Forms are available from the Grantee Resources page online.
www.bloomington.in.gov/mlk

★ Check In Multiple Needs Using Tabs

If you will be using Volunteer Check-in for multiple needs at the same time, you can right-click the Individual or List button as applicable to open the sign-in pages in new tabs.

★ Volunteers Who Did Not Pre-Register Must Check In with Individual View

Agency managers can only check in those volunteers who have already responded to the need. If the volunteer has not responded previously, they must check themselves in. This applies whether or not the volunteer is already a registered user on the site.

★ Volunteers Under Age 13 or Anyone Without an Email Address Can Still Register*

Minors under age 13 and those without an email address may use a “dummy” account to register or check in for an event. Format: fullname@example.com Example: SamSmith@example.com
This will serve as a placeholder and allow the individual to register.

Reporting Hours

<http://bit.ly/VolunteerCheckInHowTo>

★ Reporting Hours

- **The system automatically logs volunteer hours for volunteers who have checked in** to an opportunity using the Volunteer Check-in feature.
 - When the volunteer checks out of the opportunity, the system calculates the time volunteered and applies it to their volunteer hours.
 - If the volunteer does not check out of the opportunity within 24 hours, the system credits the user with hours equal to the need duration. For example, if the duration is three hours, three volunteer hours are added to the volunteer's record.

Note: Using the example of a need with a three-hour duration, a volunteer who checks out early will not get credit for the full three hours. A volunteer who checks out after three hours (but within 24 hours) will get credit for more than three hours.

★ Questions?

Online Recruitment Questions: Please contact Lucy Schaich at 812-349-3433 or getconnected@bloomington.in.gov

Grantee Questions: Please contact Michael Shermis, 812-349-3471 or mlk@bloomington.in.gov.

More information for grantees is available at: www.bloomington.in.gov/mlk

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